

13 JULY 2011

TOWN BOARD MEETING  
TOWN HALL, MAHOPAC, N.Y.

A Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 13<sup>th</sup> day of July 2011 at 7:00 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Ravallo, Councilman Lombardi, Councilwoman McDonough and Supervisor Schmitt.

**PROPOSAL ACCEPTED FOR ENGINEERING DESIGN AND CONSTRUCTION  
MANAGEMENT SERVICES - ST. MICHAELS TERRACE MS4 DRAINAGE  
RETROFIT PROJECT - INSITE ENGINEERING - NOT TO EXCEED \$20,700.00**

**RESOLVED**, that the Town Board of the Town of Carmel hereby accepts the proposal of Insite Engineering, Carmel, NY for Engineering Design and Construction Management Services for the St. Michaels Terrace MS4 Drainage Retrofit Project, in a sum not to exceed \$20,700, as contained in the proposal attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED**, that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to sign said proposal and any other documentation reasonably required in connection therewith; and

**BE IT FURTHER RESOLVED**, that Town Engineer Ronald Gainer, P.E. is hereby authorized and directed to submit all necessary applications and documentation required for reimbursement of the costs incurred in connection with said proposal from the East of Hudson Funds within the custody of the County of Putnam.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Ravallo			Abstain
Frank Lombardi	X		
Suzanne McDonough	X		
Kenneth Schmitt	X		



June 27, 2011

Mr. Ronald J. Gainer, P.E.  
Town Engineer  
Town of Carmel  
60 McAlpin Avenue  
Mahopac, New York 10541

RE: Proposal for Professional Services for  
MS4 Stormwater Retrofit  
St. Michael's Terrace

Dear Mr. Gainer:

Pursuant to the Town's request, our firm Insite Engineering, Surveying & Landscape Architecture, P.C. (Insite) is pleased to present this proposal for professional services associated with the above-referenced project. It is understood that the Town will be reimbursed for the project based on the recent agreements with the County and other regional partners.

The project site is located to the rear of the residential developed properties along St. Michael Terrace. Access to the construction site by contractors will be one of the key components for successful completion of the project. We have assumed that the project improvements and access through the Fred Dill Preserve, or one of the private properties, will be negotiated by the Town to allow for construction access to the project site. In order to minimize impacts through this access area, Insite envisions the project being completed with limited equipment and materials being imported to the site. We believe the project will entail limited clearing, minimal earthwork, utilization of stabilization mats and geotextiles, and use of existing soil material and rock in the project area. We envision all work to be east of the existing county trail and out of the downhill NYSDEC Wetland and its 100-foot buffer.

(Cont.)

**1.0 QUALIFICATIONS**

Insite is a firm with fresh ideas and a commitment to quality and service. Our experienced staff has been involved in numerous stormwater retrofit projects, so we are confident we can service the project well. Insite is staffed with professional engineers, landscape architects, and a land surveyor who are all registered in the State of New York. We also employ a full design team, and utilize state-of-the-art computer-aided design and drafting systems.

**2.0 SCOPE OF SERVICES**

Insite proposes the following scope of services:

**2.1. Project Surveying**

Insite shall prepare topographic mapping for the project area (approximately 0.5 acres), which will serve as base mapping for the design of the project. The topographic mapping will be based on field gathered data. Mapping of the site shall also include the approximate location of the adjacent property lines based on the filed maps of the Kelly Ridge Subdivision. The mapping will be compiled at a scale of 1" = 20' and a contour interval of 2'.

---

3 Garrett Place, Carmel, New York 10512 (845) 225-9690 Fax (845) 225-9717  
www.insite-eng.com

p2383.doc

Proposal Prepared for Mr. Ronald J. Gainer, P.E.  
RE: MS4 Stormwater Retrofit, St. Michael's Terrace

Page 2 of 4  
June 27, 2011

**2.2. Preliminary Design**

Insite shall perform investigations, and analysis in support of the design of the improvements. It is expected that the project will exceed 5,000 square feet of disturbance and therefore will require an erosion control SWPPP that meets the requirements of NYSDEC General Permit GP-0-10-001. Design drawings will be prepared for the project site including plans and sections of the improvements. In addition, erosion control plans, construction details and outline specifications will be prepared in support of the project design. We have assumed no NYSDEC wetland permitting will be required for the project.

**2.3. Construction Documents**

Insite shall refine the preliminary design and finalize the design drawings in order to permit bidding and construction. In addition to the final drawings, Insite shall prepare technical specifications and bidding documents, which will allow for competitive bidding of the project. We have assumed the project will utilize the standard Town front end bidding documents and be bid as a single contract. Insite will attend one Town Board meeting to present the project to the Board.

**2.4. Bidding Phase**

Insite shall assist the Town in obtaining bids for the proposed work and negotiating and awarding construction contracts for the proposed work. Insite will attend one pre-bid meeting for the project. For budgeting purposes we have assumed Insite will provide the Town with 15 copies of the bidding documents during this phase. Insite will prepare any addenda that may be required for bidding. Following the opening of bids Insite review the bids and will check the references of the apparent low bidder, then make a recommendation to the Town Board.

**2.5. Construction Related Services**

During the construction phase, Insite shall review and advise the Town as to all project related shop drawings, materials, samples, RFI's payment requisitions, and schedules submitted by the Contractor. We have assumed the Town will provide day to day construction oversight during active construction (assumed at 4 weeks). Insite will visit the construction site once a week to observe ongoing construction activities. At completion of construction, Insite shall compile a punch list of deficient work and/or work necessary to be corrected by the Contractor. For budgeting purposes we have assumed a four-week active construction period requiring 44 manhours of Insite's time for construction related services.

**3.0 FEES FOR SERVICES**

Insite's fees for services will be billed on a time and materials basis in accordance with the attached fee schedule, which states our fees and terms. Based on our current understanding of the project, Insite offers the following budgets for each phase of work:

3.1. Project Surveying	\$3,200.00
3.2. Preliminary Design	\$4,500.00
3.3. Construction Documents	\$6,600.00
3.4. Bidding Phase	\$1,600.00
3.5. Construction Related Services	\$4,800.00

Not included in the above estimates are the following:

- NYCDEP permitting (not anticipated).
- NYSDEC permitting, beyond GP-0-10-001 coverage (not anticipated).
- Services resulting from significant changes in general scope, extent, or character of the project or its design beyond the control of Insite.

*20,700*

13 JULY 2011  
TOWN BOARD MEETING

(Cont.)

Proposal Prepared for Mr. Ronald J. Gainer, P.E.  
RE: MS4 Stormwater Retrofit, St. Michael's Terrace

Page 3 of 4  
June 27, 2011

**4.0 AUTHORIZATION TO PROCEED**

Should you find this proposal acceptable and wish to retain Insite to provide professional services, please sign this proposal in the Authorization to Proceed section that follows and return it to us. A fully executed copy of this proposal will be returned to you for your files.

This proposal is valid for 30 days from the date of this letter.

Thank you for this opportunity to submit this proposal. Should you have any questions or require any additional information, please feel free to contact our office.

Very truly yours,

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.

By:

  
Jeffrey J. Contelmo, P.E.  
President/Principal Engineer

JJC/amh

Attachment

Insite File No. 00006.2383

**AUTHORIZATION TO PROCEED**

This will authorize Insite Engineering, Surveying & Landscape Architecture, P.C. to proceed with professional services in accordance with this proposal and confirms my acceptance of all terms and conditions.

Signed: \_\_\_\_\_

*In order to help us respond to your concerns promptly, please provide the following information pertinent to this project: address if other than on proposal, contact person if other than yourself, and phone numbers where you and/or contact may be reached during the day.*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**INSITE ACCEPTANCE:**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Off. Tel: \_\_\_\_\_

Fax #: \_\_\_\_\_

Other #: \_\_\_\_\_

Email: \_\_\_\_\_

Insite File No. 00006.2383

P2383.doc

**2011 FEE SCHEDULE AND TERMS FOR PROFESSIONAL SERVICES**

Principal	\$166./hr.
Senior Project Manager	\$144./hr.
Senior Project Personnel (Engineer, Landscape Architect, Surveyor)	\$124./hr.
Project Personnel (Engineer, Landscape Architect, Surveyor, Manager)	\$110./hr.
Senior Survey Technician/Senior Designer	\$98./hr.
Design Engineer/Landscape Designer	\$92./hr.
Designer/Survey Technician	\$84./hr.
Draftsperson/Field Technician	\$70./hr.
Junior Technician	\$62./hr.
Administration	\$50./hr.
Survey Field Crew (Prevailing Wage)	\$218./hr.

(Cont.)

All hours are billed portal to portal. In addition, reimbursement is required for all actual expenses incurred including mileage (rate of \$0.60 per mile), special equipment, plotting, printing, postage, express deliveries, and related items.

All work produced and paid for as part of a contract with the Town of Carmel provided under this Proposal shall be the property of the Town of Carmel and shall be considered a "Work Made For Hire" as that term is defined under 201(c) of the United States Copyright Act.

Insite Engineering, Surveying & Landscape Architecture, P.C. submits invoices on a monthly basis or upon completion of each task, whichever comes first. Should the project be terminated during the proposed work program, Insite will require payment of all hours expended through the termination date.

Work products produced as part of the project shall become property of the Town of Carmel based upon full payment of services.

---

3 Garrett Place, Carmel, New York 10512 (845) 225-9690 Fax: (845) 225-9717  
e-mail: [insite-eng.com](mailto:insite-eng.com)

Respectfully submitted,

Gregory Folchetti, Town Counsel  
By designation of the Town Supervisor

Approved as to form:

Ann Garriss, Town Clerk